

# Application for Building, Zoning and Demolition Permit

Codes Department  
(315) 733-7500 x2423  
Fax (315) 793-2036

TOWN OF NEW HARTFORD  
8635 Clinton Street, New Hartford, NY 13413

C/C C/O No. \_\_\_\_\_  
CPR No. \_\_\_\_\_  
Plumbing No. \_\_\_\_\_  
Septic No. \_\_\_\_\_

Date: \_\_\_\_\_ 20, \_\_\_\_\_

Building Permit No.. \_\_\_\_\_

Application is hereby made to the Codes Department for the issuance of a Building and Zoning Permit pursuant to the NYS Uniform Fire Prevention & Building Code for the construction, addition or alterations, as herein described. The applicant/owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections. Work must be completed within one (1) year of issuance date. NOTE: The issuance of this Building Permit does not preclude any other approvals that may be required by county, state or federal agency.

NOTE: READ INSTRUCTIONS ON REVERSE SIDE **RIGHT HIGHLIGHTS ARE REQUIRED**

**Applicant's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Property Location of Proposed Construction: \_\_\_\_\_

\_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

**Explanation Proposed Work:** \_\_\_\_\_

\_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Workers' Compensation, Disability & General Liability Carrier & Policy # **See attached requirements, if needed** \_\_\_\_\_

Zoning District \_\_\_\_\_

Lot Size \_\_\_\_\_ Area \_\_\_\_\_

Existing Building Size \_\_\_\_\_

New Building Size \_\_\_\_\_

NEW BUILDING YARDS: Zoning-Set Backs from property line.  
Fill-in plot diagram on back.

Front Yard Depth \_\_\_\_\_ Feet

Right Side Yard Width \_\_\_\_\_ Feet

Left Side Yard Width \_\_\_\_\_ Feet

Rear Yard Depth \_\_\_\_\_ Feet

Bldg. Height \_\_\_\_\_ Feet \_\_\_\_\_

**Estimated Cost** \$ \_\_\_\_\_

Floor Area \_\_\_\_\_ Sq. Ft.

Bldg. Permit Fee \$ \_\_\_\_\_

Commercial Plan Review Fee \$ \_\_\_\_\_

C/C C/O Permit Fee \$ \_\_\_\_\_

Demolition Permit Fee \$ \_\_\_\_\_

Plumbing Permit Fee \$ \_\_\_\_\_

Septic Permit Fee \$ \_\_\_\_\_

TOTAL FEE \$ \_\_\_\_\_

NOTE: Inspections by Codes Department are required at the following schedule: (You must call 24 hrs. in advance for Inspections).

1. Footings before pouring concrete.
2. Poured walls need inspection before pouring.
3. Foundation inspection before backfill.
4. Concrete slabs before placing concrete.
5. Plumbing, Heating, Framing, and Electrical inspections before closing in of the framework.
6. Insulation inspection.
7. When all work is completed, final inspection is required by Sewer, Electrical, Plumbing, and Codes Department. No. occupancy of building is permitted without a Certificate of Occupancy issued by the Codes Department.
8. All excavations shall be safeguarded by a temporary fence in accordance with the Town of New Hartford Code 118-80L.

\_\_\_\_\_  
**Signature of Owner, Applicant or Agent**

\_\_\_\_\_  
**PRINTED OR TYPED COPY OF SIGNATURE**

The application of \_\_\_\_\_ dated \_\_\_\_\_ 20, \_\_\_\_\_, is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction or alteration of a building and/or accessory structure as set for above.

Reason for refusal of permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_ 20 \_\_\_\_\_

## INSTRUCTIONS

1. This application must be completely filled in by typewriter or ink and submitted to the Codes Enforcement Office.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
3. This application must be accompanied by one complete set of plans showing proposed construction.
4. The work covered by this application may not be commenced before the issuance of Building and Zoning Permit.
5. Upon approval of this application, the Codes Department will issue a Building and Zoning Permit to the applicant. Such permit and approval plans shall be kept on the premises available for inspection throughout the progress of the work.
6. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy shall have been granted by the Codes Department.
7. Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land.
8. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

## PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed, and include all setback dimensions from property lines. Give lot and block numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply an approved plot plan showing all the above requirements.

**NOTE: TO PREVENT ANY DRAINAGE PROBLEM, SHOW ELEVATIONS, GRADING, SWALES, ETC.**

C

### D ELEVATIONS OF FINISHED GRADES IN RELATION TO CROWN OF ROAD.

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

**GROUND FLOOR** \_\_\_\_\_

### REMARKS

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### NOTE:

1. IF THIS IS A VACANT LOT PRINT IN DIMENSIONS OF NEW BUILDING.
2. IF THERE IS AN EXISTING BUILDING AND A PROPOSED ADDITION PRINT IN DIMENSIONS AND SHOW ADDITION.
3. FOR NEW BUILDINGS, SUBMIT AN INSTRUMENT SURVEY OF FOUNDATION LOCATION TO THE BUILDING DEPARTMENT FOR APPROVAL BEFORE A CERTIFICATE OF OCCUPANCY IS ISSUED.

FRONT PROPERTY LINE

A

B

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